

Banquet Event Order

Clarion South Saint Paul

701 Concord Street South, South Saint Paul, MN 55075
Phone 651-455-3600 Fax 651-455-0282

Function Date Wednesday 08/03/2016
Organization Tre Lag Stevne
Contact - On Site Address Dick Lundgren -

Telephone 952-288-5141 **Fax**
Post As Tre Lag Stevne

Room Kaposia Ballroom
Time 12:00 AM - 11:59 PM
Function Type Convention
Catering Mgr. Georgene Vesey
Set For 70 **Guarantee**
BEO # 322404 **Status** Definite

FOOD REQUIREMENTS

Time	Qty	Menu	Unit	Total
11:00 AM	70	Assorted Box Lunch Sandwich Beverages	\$9.50	\$665.00

Set-Up

Special Instructions

These Box Lunches are for the Bus Tour
This is a optional They have not made a firm Decision on this as of yet

Room Charges are 250.00 per room include Rivers Ballroom both sides 250.00, Concord Ball room Both Sides 250.00 and also the Kaposia Ballroom 250.00 both sides

Group Payment is that the group pays for all of the rooms
Guest Payment each guest pays for there own room

On Saturday if they decide to have a special Breakfast along with our breakfast it must be kept inside of there hospitality room please

Estimated Charges

Food	\$665.00	Room Rental	\$0.00	Service	\$139.65
Beverage	\$0.00	Staff	\$0.00	Tax	\$57.33
Audio/Visual	\$0.00	Miscellaneous	\$0.00	Total Charges	\$861.98

Payment Instructions

Payment Method

Accounting _____ Check #: _____ BEO Id 322404

I have read the above arrangements, attached Catering Policies. To confirm these arrangements, please review and sign each Banquet Event Order then return to the hotel by the 07/25/2016. A deposit in the amount of \$0 is due on . Final Menu Due By: 07/25/2016. The final guarantee number of guests is due by 07/25/2016. Should the final guarantee not be received by this date, the above Set For number will be the basis for the billing charges. Food, Beverage, Audio/Visual and Rental Prices are subject to Service Charge and Sales Tax will be added to charges outlined above. The hotel reserves the right to relocate your function(s) to another room.

Client Signature	Title	Date
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Hotel Representative	Title	Date
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Banquet Event Order

Clarion South Saint Paul

701 Concord Street South, South Saint Paul, MN 55075
Phone 651-455-3600 Fax 651-455-0282

Function Date Friday 08/05/2016
Organization Tre Lag Stevne
Contact - On Site Dick Lundgren -
Address

Telephone 952-288-5141 **Fax**
Post As Tre Lag Stevne

Room Rivers Ballroom
Time 05:00 PM - 09:00 PM
Function Type Convention
Catering Mgr. Georgene Vesey
Set For est **Guarantee** 100
BEO # 322257 **Status** Definite

FOOD REQUIREMENTS

Time	Qty	Menu	Unit	Total
06:30 PM	100	Friday Night Banquet Plate and Serve Red Beet Salad Meatballs, Pork Loin, Salmon Baby reds, Hot Veggie Dessert Water and coffee Estimates for the event	\$25.00	\$2,500.00

Set-Up

Special Set

All of the numbers are estimates

Special Instructions

*Each room will have a special set this will be discussed at our final meeting on 7/19/2016
Along with all final numbers

* They are able to have a hospitality room with coffee and food

* The room Rate for a room with 2 beds is 75.00 per room plus tax per double occupancy more than 2 people will be an additional 10.00 per room

*The Fee for the Rentals of all the Banquet Rooms (Rivers Ballroom, Kaposia Ballroom , Concord Ballroom) will be waived if the 8000.00 in food, tax and gratuity are included and guest rooms is met . Otherwise it will be 250.00 per room for the 4 day event

* Gluten free meals will be offered (advance notice is appreciated)

If we have any or all of the equipment available PA Microphone etc .

the group will be able to use all of the equipment at no fee

All Numbers are Estimates at this time we will have final numbers given to us.

Estimated Charges

Food	\$2,500.00	Room Rental	\$0.00	Service	\$525.00
Beverage	\$0.00	Staff	\$0.00	Tax	\$215.53
Audio/Visual	\$0.00	Miscellaneous	\$0.00	Total Charges	\$3,240.53

Payment Instructions

Payment Method _____

Accounting _____

Check #: _____

BEO Id 322257

Banquet Event Order

Clarion South Saint Paul

701 Concord Street South, South Saint Paul, MN 55075
Phone 651-455-3600 Fax 651-455-0282

Function Date Saturday 08/06/2016
Organization Tre Lag Stevne
Contact - On Site Dick Lundgren -
Address

Telephone 952-288-5141 Fax
Post As Tre Lag Stevne

Room Rivers Ballroom
Time 12:00 AM - 11:59 PM
Function Type Convention
Catering Mgr. Georgene Vesey
Set For 100 **Guarantee**
BEO # 322405 **Status** Definite

FOOD REQUIREMENTS

Time	Qty	Menu	Unit	Total
07:00 AM	1	No special items for Saturday	\$0.00	\$0.00

Set-Up Special Set	Special Instructions All Orders are estimate charges
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Estimated Charges

Food	\$0.00	Room Rental	\$0.00	Service	\$0.00
Beverage	\$0.00	Staff	\$0.00	Tax	\$0.00
Audio/Visual	\$0.00	Miscellaneous	\$0.00	Total Charges	\$0.00

Payment Instructions

Payment Method _____
Accounting _____ Check #: _____ BEO Id 322405

I have read the above arrangements, attached Catering Policies. To confirm these arrangements, please review and sign each Banquet Event Order then return to the hotel by the 07/25/2016. A deposit in the amount of \$0 is due on . Final Menu Due By: 07/25/2016. The final guarantee number of guests is due by 07/25/2016. Should the final guarantee not be received by this date, the above Set For number will be the basis for the billing charges. Food, Beverage, Audio/Visual and Rental Prices are subject to Service Charge and Sales Tax will be added to charges outlined above. The hotel reserves the right to relocate your function(s) to another room.

Client Signature _____	Title _____	Date _____
Hotel Representative _____	Title _____	Date _____

Group Contract as of 1/14/16
Tre Lag Stevne



Clarion Hotel

701 Concord Street South
 South Saint Paul, MN 55075
 (651) 455-3600
 (651) 455-0282
 GM.MN127@choicehotels.com

Contract Information

Group Name: Tre Lag Stevne	Group Account: 2283162
Arrival Date: Tuesday, August 02, 2016	
Departure Date: Saturday, August 06, 2016	
Fixed Cut Off Date: Friday, July 01, 2016	
Company Name:	Group Contact: Lundgren, Dick
Address:	Email:
South St Paul, MN 55075	Phone: (952) 288-5141

Room Details

Room Block

	TUE	WED	THU	FRI
	8/2/16	8/3/16	8/4/16	8/5/16
HNDD - 2 Double Beds, No Smoking, Handicap	0	2	2	2
NDD - 2 Double Beds, No Smoking	0	25	25	25
NK - 1 King Bed, No Smoking	5	14	14	14
NK1 - 1 King Bed, No Smoking	0	3	3	3
NQQ - 2 Queen Beds, No Smoking	10	17	17	17

Group Rates

<u>Room Type</u>	<u>Single</u>	<u>Double</u>	<u>Extra</u>	<u>Child</u>
HNDD - 2 Double Beds, No Smoking, Handicap	75.00	75.00	10.00	0.00
NDD - 2 Double Beds, No Smoking	75.00	75.00	10.00	0.00

Tre Lag Stevne

NK - 1 King Bed, No Smoking	75.00	75.00	10.00	0.00
NK1 - 1 King Bed, No Smoking	75.00	139.00	10.00	0.00
NQQ - 2 Queen Beds, No Smoking	75.00	75.00	10.00	0.00

*Additional rate changes apply

Billing Information

Group Payment Type

GTD/Payment: 4 PM HOLD

Guest Payment Type

GTD/Payment: 4 PM HOLD

Charge Routing

Guests are responsible for all charges.

Contract Terms

Guarantee Policy

Your Reservation has been placed on a 4 PM hold.

Cancellation Policy

Please cancel any group room reservations by 4 PM local hotel time on the day of arrival to avoid a cancellation penalty

Cancellation Penalty Notes

Additional Information

Guest Signature

Date

Hotel Representative

Date